



**DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775**

IN REPLY REFER TO:

CMC-MM

09 MAR 2002

WHITE LETTER NO. 04-02

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: COMMAND SCREENING OF ENLISTED MARINES FOR SPECIAL DUTY
ASSIGNMENTS, ENLISTED PME SCHOOLS, AND OFFICER ACCESSION
PROGRAMS

1. Of the many challenges our Corps faces today, one that continues to remain at the forefront is the critical need for Marines for Special Duty Assignments. The importance of filling these billets with the right Marine at the right time cannot be overstated.

2. The process utilized to deliver our Marines into these key billets can only be successfully completed through a team effort. The most important part of this process begins with the screening performed at the Marines' parent commands.

3. M&RA continues to work with the corresponding institutions to screen, qualify, and assign the total number of Marines required to support each Special Duty Assignment program. Unfortunately, for the better part of the last 20 years, I have observed a steady trend of improper or inadequate command screening prior to Marines transferring for these duties. This must be reversed.

4. Proper screening of Special Duty Assignment Marines can only enhance our effectiveness as a Corps. Proper screening will ensure our Special Duty Assignment programs are fully staffed, utilize Permanent Change of Station/Temporary Assignment Duty funding better and, improve the overall quality of life for our Marines and their families. Accordingly, I am directing the following policies be implemented immediately.

a. That the Directors of the Marine Security Guard School, Recruiter School, Drill Instructor School, and Marine Corps Security Forces School complete a thorough initial screening and a pre-transfer recertification within 30 days of each Marine's

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reporting to school and provide the Enlisted Assignment Branch (MMEA-85) with a list of Marines who do not report as directed or report noncompliant for each convening class.

b. That the Deputy Commandant, Manpower and Reserve Affairs publish a noncompliance MARADMIN identifying those commands whose Marines do not report to Special Duty Assignment schools, as directed, or report noncompliant in accordance with MCO P1326.6D.

c. That reporting seniors and reviewing officers take into account repeated appearance on noncompliance lists when measuring the efficiency of the applicable unit.

5. Along the same lines, I direct commanders to give the same level of attention to detail to the screening of enlisted Marines assigned to Professional Military Education schools and Officer Accession Programs.

a. M&RA does not assign to enlisted PME schools. Any issues concerning noncompliance by Marines directed to attend PME should be directed from each school to the local command that oversees these programs.

b. M&RA assigns to only one enlisted commissioning program, the Marine Corps Enlisted Commissioning Education Program. However, all noncompliance issues concerning any enlisted officer accession program should be directed to the Marine Corps Recruiting Command.

6. Our Special Duty Assignment units continue to perform superbly under extremely challenging conditions. I am asking each of you to ensure that we do the right thing by supporting our School Directors in their mission to prepare our Marines for their unique and demanding assignments.


J. L. JONES